

**CITY OF FRESNO
ENTERPRISE ZONE
ACCEPTABLE DOCUMENTATION GUIDELINES**

A. CalWORKS:

1. Document issued by the local CalWORKS administrator stating that the employee was eligible for CalWORKS.

B. WIA:

1. Document issued by the local WIA case manager or administrator stating that the employee was enrolled in, or eligible for, WIA Intensive Services or “Core B”.

C. Work Opportunity Tax Credit (WOTC):

1. Document issued by the WOTC (or successor) program’s “designated local agency” stating that the employee was a member of a targeted group.

D. Economically Disadvantaged: (must provide **BOTH of the following)**

1. An official government issued identification card or document that indicates that employee is at least 14 years of age; **AND**
2. Documentation that, immediately preceding employment with the applicant (within the previous 90 days), the employee was economically disadvantaged. Documentation must include **ALL** of the following for **EACH** income earning household member:
 - A) Name of employee/household member; and
 - B) Name, address and telephone number of the income provider or the third party verifying the income information, and the signature of the person who filled out the form; and
 - C) Date of verification, which shall be no earlier than 90 days prior to the filing of the voucher application; and
 - D) The form of income verified (hourly wages, salary, interest, pension, public assistance, self-employment, social security, unemployment compensation, or other)
 - E) The amount of income paid to the employee/household member immediately preceding the date of verification (i.e., within 90 days); and
 - F) The employee’s signed certification, if applicable, of self-employment income, or of no income for self or household member.

E. Dislocated Worker: (8 ways to qualify)

1. - due to being terminated or laid off or who has received a notice of termination of layoff from employment, is eligible for or has exhausted entitlement to unemployment insurance benefits, AND is unlikely to return to previous industry or occupation: (must provide at least **ONE item from **EACH**)**

1. Documentation that the employee has been terminated, laid off, or received a notice of termination or layoff such as:
 - A) Copy of termination notice; or
 - B) Letter from employer or union rep. identifying employee's termination date; or
 - C) Photocopy of printed media article or announcement, including name and date of publication, describing layoff, along with a copy of the employee's last payroll check prior to hire by the Applicant; or
 - D) Separation or Termination Report, signed by former employer.

2. Document that shows employee is eligible for or has exhausted entitlement to unemployment insurance benefits such as:
 - A) Unemployment insurance records; or
 - B) A statement by an unemployment insurance representative.

3. Documentation that employee is unlikely to return to his/her previous industry or occupation such as:
 - A) A screen print of California Employment Development Department Labor Market Information Division screens that indicates limited opportunities for employment in the same/similar occupation; or
 - B) A statement from a doctor/ vocational counselor indicating employee's inability to return to previous industry/occupation due to physical limitations.

2. - has been terminated or received notice of termination due to plant, facility, or enterprise closure or substantial layoff (or threat of such): (must provide at least ONE item from EACH, however "WARN" Notice may be sufficient)

1. Document that proves permanent plant, facility or enterprise closure or substantial lay off such as:
 - A) Bankruptcy documents or notice of foreclosure that clearly shows a closure or mass layoff; or
 - B) Copy of printed media article/announcement that includes the name/date of the publication; or
 - C) A statement from the employer or union representative; or
 - D) A statement from former employers bank, attorney, supplier or accountant; or
 - E) A "WARN" notice.

AND

2. Document that proves employee has been terminated, laid off, or received a notice of termination or layoff such as:
 - A) A copy of notice of termination or layoff; or
 - B) A letter from employer or union representative identifying the employee's termination date; or

- C) A Separation or Termination Report or equivalent signed by former employer; or
- D) A “WARN” notice.

3. - who is long-term unemployed w/ limited opportunities for employment/reemployment in the same/similar occupation in the area in which the individual resides, including an individual 55 years of age or older who may have substantial barriers to employment by reason of age: (must provide at least one item from BOTH 1 & 2)

1. Document that the employee is long-term unemployed (must be dated at least 15 weeks prior to employment with the Applicant and show at least 15 weeks of unemployment) such as:
 - A) Proof of receipt of unemployment benefits for at least 15 weeks prior to employment with applicant; or
 - B) Unemployment insurance verification “benefits record”; or
 - C) Unemployment insurance award letter with claim history; or
 - D) Workers Investment Act Displaced Worker Unit verification; or
 - E) A statement by an unemployment insurance representative.

AND

2. Document that proves employee has limited opportunities for employment or reemployment in the same/similar occupation such as:
 - A) A screen print from California Employment Development Department Labor Market Info. indicating limited opportunities in the same/similar occupation; or
 - B) A statement from a doctor/vocational rehabilitation counselor indicating employees inability to return to previous industry/occupation due to physical limitations; or
 - C) Valid proof of age over 55.

4. - who is formerly self-employed (including farmers and ranchers) and is unemployed as a result of general economic conditions in the community in which he/she resides or because of natural disasters: (Must provide a sufficient combination of the following)

1. Document(s) that show employee was previously self-employed and was unemployed prior to employment with Applicant due to economic conditions in the community or natural disaster such as:
 - A) Bankruptcy documents listing both the name of the business and the employee’s name; and/or
 - B) Business license or permit listing the employee’s name; and/or
 - C) Copy of articles of incorporation or documentation of dissolution for the business listing the employee as an owner; and/or
 - D) Prior year’s income tax return.

5. - who, immediately preceding employment, was a dislocated civilian employee of the Department of Defense employed at a military installation being closed or realigned under

the Defense Base Closure and Realignment Act of 1990: (must provide **BOTH** of the following)

1. Employee's termination notice; **AND**
2. A copy of a media article or announcement describing the layoff or closure; or an employer or union representative letter describing the layoff or closure.

6. - who was an active member of the armed forces or National Guard as of September 30, 1990, and was involuntarily separated or separated pursuant to a special benefits program: (must provide sufficient combination of the following)

1. Report of separation or discharge from the armed services or the National Guard; and/or
2. Veterans Administration documentation; and/or
3. Verification by State Veterans Agency.

7. - who, immediately preceding employment with the Applicant (within 90 days), was out of work due to chronic seasonal unemployment and underemployment in the agriculture industry, aggravated by continual advancements in technology and mechanization: (must provide **ONE** of the following)

1. Employer or union representative letter describing seasonal layoff in employee's seasonal occupation; or
2. Copy of termination notice identifying seasonal employer and employee; or
3. Copy of employee's pay stubs identifying seasonal employer.

8. - who, immediately preceding employment with the Applicant (within 90 days), was terminated or laid off, or received a notice of termination or layoff, due to Clean Air Act compliance: (Must provide **BOTH** of the following)

1. A copy of employees termination notice; **AND**
2. A photocopy of a media article or announcement describing the reason for the layoff, OR an employer or union representative letter stating that compliance with the Clean Air Act was the reason for the layoff.

F. Disabled Individual: (must provide the documentation required by **ONE** of the following):

- 1) Provide one of the following documents demonstrating that the employee was disabled and is eligible for, enrolled in, or has completed a state rehabilitation plan:
 - A) Physician's statement; or
 - B) Rehabilitation plan; or
 - C) Vocational rehabilitation letter; or
 - D) Verification by state or federal rehabilitation counselor; or
 - E) Letter from a state drug or alcohol rehabilitation agency; or
 - F) Medical records; or
 - G) Social Security Administration disability records; or
 - H) Social Service records/referral.

OR

2. The Applicant shall provide one of the following documents demonstrating that the employee is a service-connected disabled veteran:
 - A) DD-214 Defense Department Report of Separation; or
 - B) Veterans Administration documentation; or
 - C) Verification by State Veterans Agency.

G. Veteran: (2 ways to qualify)

- Vietnam Era:

1. Proof of active duty between August 5, 1964 and May 7, 1975 such as:
 - A) Report of separation or discharge from the armed services or the National Guard; or
 - B) Veterans Administration documentation; or
 - C) Verification by State Veterans Agency.

- Recently Separated:

1. Proof of active duty within the past 48 months such as:
 - A) Report of separation or discharge from the armed services or the National Guard; or
 - B) Veterans Administration documentation; or
 - C) Verification by State Veterans Agency.

H. Ex-Offender:

1. Proof that, immediately preceding employment with the Applicant (within 90 days), the employee was an ex-offender convicted of, or charged with, a felony or a misdemeanor offense punishable by incarceration (either found guilty or placed on probation by a state court). This does NOT include an individual whose record has been expunged. Must provide at least **ONE** of the following:
 - A) Court documents; or
 - B) Letter of parole; or
 - C) Letter from probation officer; or
 - D) Police records; or
 - E) Copy of a background check report or independent court records report signed by a background checking business or independent court records business; or
 - D) Other government document verifying ex-offender status such as a letter from the Board of Prison Terms, or a letter from the Governor's Office.

I. Public Assistance:

1. Proof that employee was receiving, or was eligible to receive, public assistance such as Federal Supplemental Security Income benefits, Aid to Families with Dependent Children, Food Stamps, and/or state or local assistance immediately preceding employment with the Applicant (within 90 days) such as:
 - A) Public assistance award letter; or
 - B) Benefit printout; or
 - C) Current food stamp identification card or letter; or
 - D) Social Security Insurance award letter or check stub; or
 - E) Proof of Refugee Cash Assistance; or
 - F) Verification by Department of Social Services; or
 - G) Written statement from County welfare office; or
 - H) Public assistance records/printout.

J. Native American:

1. Proof that, immediately preceding employment with Applicant (within 90 days), employee was a member of a federally recognized Indian tribe, band, or other group of Native American descent (includes native Samoan, native Hawaiian, etc...) such as:
 - A) Native American tribal record document; or
 - B) Certified Degree of Indian Blood (CDIB) card, issued by the Bureau of Indian Affairs; or
 - C) Any other official documentation that the employee is a Native Samoan, Native Hawaiian, or a member of another group of Native American descent.

K. Targeted Employment Area “TEA” Resident:

1. Applicant must provide a copy of the officially listed TEA address range (page where address is found) and **ONE** of the following documents, verifying that the employee resided in a TEA immediately preceding the commencement of employment (within 30 days). Where applicable, documents must be complete and valid at the time of hire and/or signed within 30 days of the hire date:
 - A) Form I-9; or
 - B) Driver’s License or State Identification Card; or
 - C) Landlord Statement; or
 - D) Lease or rental agreement; or
 - E) Recent utility bill; or
 - F) W-4